

Frequently Asked Questions – Administrative Leave for State Employees  
Serving as an Election Judge  
2018 General Election

*Question 1: When is early voting?*

Answer: Early voting begins on Thursday, October 25<sup>th</sup> and ends on Thursday, November 1<sup>st</sup> from 10 am to 8 pm each day.

*Question 2: When is General Election Day?*

Answer: General Election Day is Tuesday, November 6<sup>th</sup>.

*Question 3: Do I get paid to serve as an election judge during early voting or on Election Day?*

Answer: Yes. You will get paid by the jurisdiction where you work. For example, if you serve in Anne Arundel County, you will be paid by Anne Arundel County. You will get paid for each day that you serve during early voting and on Election Day. The amount of pay depends on which jurisdiction you serve and what type of election judge you are assigned.

*Question 4: Do I have to attend the training class?*

Answer: Yes. It is required by law to train every election judge that serves during early voting or on Election Day.

*Question 5: Do I earn administrative leave to attend the election judge training?*

Answer: No. You are only eligible to earn administrative leave when serving during early voting or on Election Day. If you attend training during your regular work schedule, then you have to use your own leave. Most of the jurisdictions provide training class in the evenings and on weekends. Check with the local board of elections office to see when training is available.

*Question 6: If I am a State employee and don't live in Maryland, can I still be an election judge?*

Answer: No. It is required that an election judge be a registered voter in Maryland. To be a registered voter in Maryland, you must reside in Maryland.

*Question 7: I am a State contractual employee. May I earn 8 hours of administrative leave?*

Answer: No. If you are a State contractual employee, you cannot earn up to 8 hours of administrative leave.

*Question 8: Do I need to ask my supervisor for permission to serve during early voting?*

Answer: Yes. You must obtain supervisor approval before serving. In order to qualify for administrative leave, you must provide your supervisor with as much prior notice as possible in order to accommodate any scheduling changes that may be necessary.

*Question 9: Can I get proof that I served as an election judge for my supervisor?*

Answer: Yes. Each local board of elections office has a service form for any State employee that serves as an election judge during early voting or on Election Day. Ask your local election office for a service form.

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*Question 10: Can I earn administrative leave if I serve during early voting?*

Answer: Yes. You may earn up to 8 hours of administrative leave per day if you serve as an election judge during early voting. Although the memo from the Department of Budget & Management (DBM) does not specifically state early voting, it has been confirmed by DBM in an email dated June 21, 2018 that early voting does apply.

*Question 11: Since General Election Day is a State observed holiday in November, do I still earn administrative leave?*

Answer: Yes. If you are not scheduled to work and serve on General Election Day, you can earn administrative leave.

*Question 12: Can I earn more than eight hours of administrative leave since the hours worked during early voting and on Election Day are more than eight hours?*

Answer: No. You can only earn up to eight hours of administrative leave even though working during early voting and on Election Day is more than eight hours.

*Question 13: Who do I contact to become an election judge?*

Answer: You can contact the local board of elections office where you would like to work. The contact information for each of the [local election offices](#) can be found on the State Board of Elections' website.

*Question 14: Do I have to serve in the jurisdiction where I am registered?*

Answer: No. You can serve as an election judge for any jurisdiction. Contact the local board of elections office where you would like to work.

*Question 15: How do I enter administrative leave in Workday?*

Answer: You need to contact your agency's HR Administrator or timekeeper. He or she should know how to enter the administrative leave into your profile in Workday.